

## **Attachment 14B: Prior Period Adjustments Checklist**

\_\_\_\_\_ PPA package submitted by due date (15<sup>th</sup> of month before quarter-end)

Completed PPA Package includes:

\_\_\_\_\_ Detailed explanation of what caused the error/omission or misstatement

\_\_\_\_\_ Explanation of how the amount was determined to be material

\_\_\_\_\_ The original entries made

\_\_\_\_\_ What the original entries should have been had there been no misstatement

\_\_\_\_\_ Proposed entries to effect the correction

\_\_\_\_\_ Documentation sufficiently substantive to support an audit

\_\_\_\_\_ Documented coordination with entity auditors

\_\_\_\_\_ An indication as to whether this transaction is a one-time occurrence